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AM
DTR-2912

20 February 1969

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Weekly Report of the Office of Training

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1. Warehouse Turned Down For Records Storage

After a survey of Warehouse Annex as a possible area for storage of about 20,000 cubic feet of Agency records by Agency Records representatives and an OL engineer, it was concluded that the facility is not suitable for such use. Construction work to convert the Annex to a secure vault, the constant shadow of compromising cover by daily movement of records and need for a secure telephonic link were principal factors in the decision. 25X1A6a

2. OS Relieves Brookings Security Clearance Snags

To assist Brookings Institution in maintaining its planned minimum of 30 participants in the regularly scheduled visits to the Agency by the Conference for Business Executives, the Office of Security agreed to clear a standby list of 38 executives from Esso, Humble, IBM, and AT&T for attendance at any of the Headquarters sessions. The system has already paid off; two Esso standbys have become last-minute principals for the 28 February Agency visit.

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3. Reading Improvement Courses

Class sessions for two groups of Agency employees in the Reading Improvement course conducted by USDA are being held on the balcony of the South Cafeteria, the only space Logistics was able to make available for the four-week program. Sessions run from 0830-1030, Monday through Thursday until 20 March. An OTR instructor is monitoring all sessions.

4. Instructor Training Seminar Conducted at Language School

As part of the Language School's evaluation of materials and equipment, a seminar was held for the first time on language laboratory taping techniques for eight "veteran" instructors and six observers. Since there is very little outside expertise available in the field, a real need exists for OTR training in this area. A very significant gap between sophisticated technical hardware and relatively ineffective tape software also is evident. The Seminar consisted of five 1 1/2-hour sessions and was video-taped for future use.

5. Non-Agency Briefings

During the reporting period, these non-Agency briefings were given:

At headquarters, to ten 13-year-old elementary school students attending one-day Project MEN sponsored by the Office of Personnel, on missions of the Agency.

At Fort Holabird, 28 members of the Senior Foreign Officers

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**Intelligence Course, "Scientific Intelligence" and "Current Ideological
Conflicts Among Communist Parties."**

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At the [REDACTED] to nine technicians,

"Sino-Soviet Presence."

/s/
John Richardson

**John Richardson
Director of Training**

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